

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

FOOD STAMP PROGRAM

Subject:
Change Reporting Requirements

Supersedes: FS 1501-4 (10/01/04)

References: 7 CFR 273.10, 7 CFR 273.12, 7 CFR 273.13

GENERAL RULE -- The following households are subject to change reporting requirements:

1. Migrant/seasonal farm worker households; and,
2. Households in which all members are elderly or disabled and do not have countable earned income.

CHANGE REPORT FORM AND NOTICE Households are provided with a Change Report Form (DPHHS-HCS-260B):

1. At the application interview;
2. At the recertification interview;
3. Following a reported change; and,
4. On request.

The 'FS CHANGE REPORTING REQUIREMENT' (F012) notice is sent to the household:

1. At the time of application approval;
2. In month 12 of a 24-month certification period;
3. At the time of recertification approval;
4. Changing from six month to change reporting requirements; and,
5. When a change is probable.

RECERTIFICATION PERIOD Eligibility is determined for a 24-month certification period at application and recertification for households in which all members are elderly or disabled and do not have countable earned income.

Eligibility is determined for a six month certification period for migrant/seasonal farm worker households at application and recertification.

CHANGE REPORTING REQUIREMENTS

Change reporting households are required to report the following changes as soon as possible but within 10 days of knowledge of:

1. Changes in sources of income;
2. Changes in the amount of earned income of more than \$100;

NOTE: This only applies to migrant/seasonal farm worker households because households in which all members are elderly or disabled with countable earned income are subject to six month reporting requirements.

3. Changes in the amount of unearned income of more than \$50;
4. Changes in household composition;
5. Changes in residence and the resulting changes in shelter expenses;

NOTE: The OPA Case Manager must send a TEAMS notice to the household requesting verification of the new shelter expenses be provided within 10 days of the notice. If verification of the new shelter expenses is not received, no shelter expenses are allowed. Timely notice of decrease must be provided to the household. A food stamp case is not closed for not providing verification of the new shelter expenses.

6. Resources reaching or exceeding \$2,000 or \$3,000 depending on household composition; and,
7. Changes in the legal obligation to pay child support.

NOTE: The OPA Case Manager must send a TEAMS notice to the household requesting verification of the changed child support obligation be provided within 10 days of the notice.

If the change reported was an increased obligation and the household did not provide the requested

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verification, the previously verified amount continues to be used.

If the change reported was a decreased obligation and the household did not provide the requested verification, the expense is removed. Timely notice of decrease must be provided to the household.

If the household only reported the child support obligation changed but did not report if it increased or decreased and did not provide the requested verification, the expense is removed. Timely notice of decrease must be provided to the household.

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A food stamp case is not closed for not providing verification of the child support obligation.

ACTING ON REPORTED/ DISCOVERED CHANGES

The OPA Case Manager must act on all changes within 10 days of receiving or discovering changes regardless of the timeliness of the reported/discovered change.

EXCEPTION: Changes in medical expenses reported by a source other than the household are acted on if the changes are considered verified upon receipt and **do not require contact with the household**. The cash option expense is allowed as long as it is being incurred regardless of it being paid or of the household's reporting requirements (FS 602-3).

NOTE: Food stamp benefits must be authorized by TEAMS cutoff. Cutoff is the fourth working day from the last calendar day of the month.

Reported/discovered information may come from sources such as anonymous calls, letters, WoRC Case Managers, R&R Agencies, SEARCHS, MISTICS, State Fund, motor vehicles, etc. Households must be given the opportunity to verify or dispute the reported or discovered information within 10 days of the OPA Case Manager sending the household a request for information/verification notice.

ACTING ON

Changes reported causing increased benefits are acted on for benefits

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**CHANGES
CAUSING
INCREASED
BENEFITS**

for the month after the reported change.

NOTE: A supplement is issued for the benefit month for all changes reported within the administrative month (month prior to the benefit month) when the household provides the verification within the administrative month or provides the verification within the 10-day request for information period if the 10-day request for information period extends into the benefit month.

WITHOUT VERIFICATION When a reported/discovered change will result in an increased benefit but does not include the verification, the increase cannot be made until the change is verified. The OPA Case Manager must send a request for information/verification notice requesting the household provide the necessary verification of the change within 10 days of the notice. Benefits are authorized by TEAMS cutoff at the benefit amount previously issued if verification is not received prior to TEAMS cutoff or the 10-day request for information extends into the next benefit month.

If the requested verification is received in the administrative month or within the 10-day request for information period, the OPA Case Manager redetermines eligibility and the benefit amount. A supplement is issued to the household no later than the 10th day of the benefit month if the verification is provided within the administrative month or provided within the 10-day request for information period if the 10-day request for information period extends into the benefit month.

If the requested verification is not received within the administrative month or within the 10-day request period, the previously verified amount of the expense and the allotment amount stay the same. However, if the requested verification is not received, the reported information is unclear or questionable, and the effect of the change on benefits cannot be determined, such as income or household composition, a timely notice of adverse action is sent to close the case.

Example 1: A household reports on February 22nd its child support obligation increased from \$100 to \$150. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the increased child support obligation because the information was not available on SEARCHS. March benefits are authorized by TEAMS cutoff at February's benefit amount if verification is not received prior to TEAMS cutoff or the

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10-day request for information extends into the next benefit month.

If the household does not provide the requested verification in the administrative month (February) or within the 10-day request for verification period, the previously verified amount of \$100 continues to be used.

If the household provides verification in the administrative month (February) or within 10 days of the request for verification, a supplement is issued to the household no later than the 10th day of March.

Example 2: A household reports on February 22nd its rent changed. It is unknown with the information reported if the change would cause increased or decreased benefits. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the rent change. March benefits are authorized by TEAMS cutoff at February's benefit amount if verification is not received prior to TEAMS cutoff or the 10-day request for information extends into the next benefit month.

If the household does not provide the requested verification in the administrative month (February) or within the 10-day request for verification period, the rent expense is removed. Timely notice of decrease must be provided to the household.

WITH VERIFICATION When a reported/discovered change includes verification, the OPA Case Manager redetermines eligibility and benefit amount within 10 days of receiving the reported/discovered change. If acting on the increased benefit cannot be made prior to TEAMS cutoff, the benefit is authorized by TEAMS cutoff at the same amount as the previous month, and a supplement benefit is issued no later than the 10th day of the benefit month.

CHANGES CAUSING DECREASED BENEFIT

WITHOUT VERIFICATION When a reported/discovered change results in a decreased benefit but does not include the verification, the decrease cannot be made until the change is verified. The OPA Case Manager must send a request for information/verification notice requesting the household provide the necessary verification of the change within 10 days of the notice. Benefits are authorized by TEAMS cutoff at the benefit amount previously issued if verification is not received prior to TEAMS cutoff or the 10-day request for information extends into the next benefit month.

If the requested verification is received within the 10-day request period **AND** timely notice can be provided to the household, the household's benefit is decreased accordingly.

If the requested verification is not received in time to provide timely notice of adverse action or the 10-day request for information period extends into the next benefit month, the household's benefit is authorized by TEAMS cutoff at the same benefit amount as the previous month. The benefit decrease is effective the following month, and timely notice of the decreased benefit must be sent to the household.

If the requested verification is not received, the reported information is unclear or questionable, and the effect of the change on benefits cannot be determined, such as income or household composition, a timely notice of adverse action is sent to close the case. If the requested verification is not received such as a decreased expense, the expense is removed and timely notice of decrease is provided to the household.

Example 1: The household reports on January 22nd decreased rent. The OPA Case Manager sends a request for information/verification notice requesting the household provide verification of the decreased rent within 10 days of sending the notice. The household does not provide the requested verification. February benefit amount is authorized at the January amount since the household cannot be given timely notice of decrease. The rent expense is removed for March benefit month, and the household is sent timely notice of decrease.

Example 2: The household reports a new household member moved in who has income. The OPA Case Manager sends a request for information/verification notice from TEAMS requesting the household provide verification of the new member's income and resources within 10 days of the notice. The household does not provide verification. The OPA Case Manager must close the case providing timely notice of adverse action.

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